

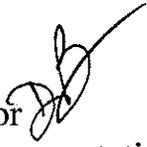


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**Interoffice Memorandum**  
**STATE OPERATED COMMUNITY PROGRAM**  
Seniors and People with Disabilities  
Department of Human Services  
P.O. Box 14680 , Salem, Oregon 97309-0740

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TO: All Site Managers

FROM: Deanna Bathke, SOCP Director   
Colleen Savage, AFSCME Representative 

DATE: June 9, 2011

SOCP policy for unauthorized leave without pay in a six month period from the date of occurrence will be as follows:

Step 1 -	First accumulated 15 minutes	Clarification
Step 2 -	An additional accumulated 15 minutes	Verbal
Step 3 -	An additional accumulated 15 minutes	Written
Step 4 -	An additional accumulated 15 minutes	Salary Reduction
Step 5 -	An additional accumulated 15 minutes	Pre-dismissal/ Dismissal

This policy prohibits subjecting an employee to more than one progressive step in the discipline process for any single incident of unauthorized leave without pay. If there is an occurrence of accumulated unauthorized leave without pay beyond the six month period but prior to one year being completed, the same step of progressive discipline will be administered and the year shall begin again.

Unauthorized leave shall be defined as: not reporting for work on time, leave that has not been authorized by a physician, or not approved by management and/or HR.

Cc: Susie Hosie, DAS Labor Relations  
Anne Augsburger, Program Manager  
Glenn Nealy, Program Manager  
Laura Traeger, Program Manager  
SOCP HR